Leave of Absence Job Aid

The **Leave of Absence** eForm is used to indicate that an employee will be on Leave.

Navigation: Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

- 1. Navigate to the eForms Action Request page and click on the Add a New Value tab.
- 2. The **Initiate New eForms Request** page is displayed. Select the **Leave of Absence** (LOA) option from the "Action" drop down menu.

| Favorites Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request | |
|--|---------------------|
| Employee Self-Service Training | |
| | |
| Leave of Absence | |
| Action | |
| Actions Leave Of Absence T Status | Request ID |
| Justification | Request Date |
| | Processing Messages |
| | Request History |

- 3. The **Leave of Absence** eForm is displayed. Use the **Justification** text box to explain or "justify" the reason for the new eForm action requested.
- 4. Use the **Employee Information** section to provide details for the request:
 - a) Enter or look up the employee's ID in the **Empl ID** field.

b) The employee's employment records will display. Select the appropriate Empl Record. *Note:* all Empl Records for the employee will display but you will only have the option to select records for the department(s) you have access to; this is dependent on your security access.

c) Once the Empl Record(s) has been selected, enter the **Expected Return** date.

| Emp | loyee Informa | ition | | | | | | | | |
|-----|---------------|----------|-----------------|---------------|---------|-----------|----------------|------------|--------------------|-------------------------------|
| E | mpl ID 60010 | 19930 🔍 | Hernandez, | Sam | | | | | | |
| | Select | Empl RCD | Expected Return | Job Indicator | Company | HR Status | Payroll Status | Eff Date | Action | Reason |
| 1 | | 0 | 08/31/2018 | Primary | SAN | Active | Active | 09/01/2017 | Pay Rate Change | Merit |
| 2 | 2 | 1 | | Secondary | SAN | Active | Active | 01/01/2015 | Position Change | Position FTE/Ben Elig/Reg/Tem |
| 3 | 3 | 2 | | Secondary | SAN | Active | Active | 06/01/2016 | Data Change | Pay Group Change |
| | 4 | | | | | | | | | ۱. |

- 5. Use the Leave Information section to provide details for the request:
 - a) Enter the expected start date for the employee's leave in the **Begin Date** field.
 - b) Select the Leave Reason:
 - Paid LOA
 - Unpaid LOA
 - c) Dependent on the first "Leave Reason" selected, the available options for the second **Leave Reason** will vary. Choose the appropriate option from the drop-down menu.
 - Paid LOA
 - 1. Academic Developmental
 - Unpaid LOA
 - 1. Academic

- d) Provide the LOA % Time:
 - 100%
 - 50-99%
 - Less than 50%
- e) If applicable, select the checkbox All Time and Leave Entered.

| Leave Information | on |
|-------------------|----------------------------|
| *Begin Date | |
| Leave Reason | T |
| *Leave Reason | T |
| LOA % Time | T |
| | All Time and Leave Entered |

6. Once all the required fields have been completed, which is indicated by an asterisk, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of "Saved."

| Leave of Action | Absence | _ | | | | |
|--------------------------|------------------|---|--------|-------|--|---|
| Actions Justification | Leave Of Absence | • | Status | Saved | | Request ID 00000992 Request Date 11/14/2017 |
| | | | | | | Processing Messages |
| | | | | | | Request History |

- 7. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments.
- 8. After you've added attachments and comments, click the **Submit** button.
- 9. The eForm **Status** shows "Pending Approvals" and the current approval routing is displayed at the bottom of the page.

| Leave of Action | Absence | | |
|--------------------------|------------------|--------------------------|--|
| Actions Justification | Leave Of Absence | Status Pending Approvals | Request ID 00000992 Request Date 11/14/2017 |
| | | | Processing Messages |
| | | | Request History |

|)ep | artment Approval | |
|-----|--|--------|
| | REQUEST_ID=00000992:Pending | |
| | Department Approval | |
| | Pending Ronald David Crain Department Head/Manager | |
| Bus | iness Office Approvals | |
| | REQUEST_ID=00000992:Awaiting Further Approvals | |
| | LOA & Return from LOA | |
| | Not Routed Multiple Approvers No Approvers Found | |
| Sal | ve Submit Annrove Denv CallBack Sendback | Cancel |